iRetrieval

User's Guide

Table of Contents

System Requirements 4

Preface 5

Purchase Agreement 6

iRetrieval Database Version 2.2 License Agreement 7

iRetrieval Database Limited Warranty 8

Installation and Font Setup 9

Introduction 10

Kodály Font© 11

KODÁLY Musicological Font© 12

- Accidentals 12
- Notes 12
- Rests 13
- Clefs and Lines 13
- Time Signatures and Fermata 13
- Ornaments 13
- Other Symbols 14
- Beamed Notes 15

Data Entry 16

Retrieval Analysis – Entering a New Retrieval 16

- Rhythmic Analysis Entry 17
- Rhythmic Patterns 17
- Melody Analysis Entry 19
- Intervals box 19
- Tone Set Tab 20
- Melodic Patterns 20

Classroom Use Tab 21

- Rhythm 21
- Melodic Elements 23
- Other 24
- Games 24
- Themes 25
- Roles 26
- Style/Type 27

Choral Tab 28

- Octavo Info 28
- Choral Intervals 29

Text 29
Harmonic Aspects, Historical, Teaching Process, Difficulties, Other 30
Form 31
Cultural Tab 32
Ethnic/Geography 32
Other Tab 32
Audio Tab 33
Difficulties 33
Inserting Retrievals and Auxiliary Files 34
Conducting a Search 35
Basic Search 35
Multiple Searches 36
Constrain Find 37
Extend Find 37
Printing Retrievals and Auxiliary Files 38
List View 39
Backing Up Your Database 40
Importing Files from a Previous Version 40
Swapping Between PCs and MACs 41
Tech Support/Feedback 41
WORKS CITED 42

Copyright © 2008 iRetrieval. All rights reserved.

No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying and recording, or by any information storage or retrieval system without the prior permission of iRetrieval Database unless such copying is expressly permitted by federal copyright law. Address inquiries to iRetrieval Database, 642 Streamwater Drive, Blacklick, OH 43004 or email support at: iRetrievalsupport@mac.com

System Requirements

iRetrieval Database Software will work on both Windows and Macintosh computers. Here are the recommended system requirements to run iRetrieval:

Mac OS X
Macintosh computer with PowerPC G3, G4, or G5 processor; Macintosh computer with Intel-based processor; 256MB of RAM; CD or DVD drive; Mac OS X 10.3.9 for PowerPC processors; 10.4.5 for Intel-based processors†

Windows
Pentium III 500 MHz or higher;
256MB of RAM; CD or DVD drive; SVGA (800 x 600) or higher resolution video adapter and display; Windows XP (Service Pack 2)†

****Note to PC users: A small portion of this program requires specific unicode fonts installed on your machine. Newer versions of Microsoft Office come pre-packaged with these fonts. Characters affected by this font include circled tonics and "≠" symbols and may not be visible without these fonts.*

Other software recommendations:
PDF viewing software: Adobe Acrobat Reader – Available free online.
PDF writing software: (this may be needed to take advantage of inserting and viewing retrievals, games and/or extra information directly into your database). Mac users will have this capability in their normal printing dialogue. PC users can download a free PDF writing program if not already installed on your computer.

iRetrieval Database, Version 2.2

A Computerized Song Collection Indexing System

Preface

Welcome to iRetrieval Database! This database was created for the purpose of indexing and cross-referencing folk song collections, enabling music educators to plan music lessons with ease and efficiency. It is designed to efficiently store and cross-reference song analysis, as well as rapidly retrieve related song titles, thereby allowing for the song collection to be used to its full potential.

Song collections for Kodály inspired teachers are often referred to as "works in progress," whereby, songs are continually added and the collection expanded. This database will become an effective tool for promoting the expansion and organization of your own song collection; as well as, assisting you in creating strong, musically engaging lesson plans, helping to bring the vision of music literacy for your students to fruition.

We wish you all the best in your lifelong musical and educational endeavors!

Sincerely,
James DeFrancesco & Tracy Herrmann
iRetrieval Database
iRetrievalsupport@mac.com

Purchase Agreement

This product is for the use of the original purchaser only and may not be transferred to others.

Purchase by or transfer to others is strictly prohibited.

This product may not be purchased for resale to others.

In order to obtain technical support, the software license key must match the authorized software package and those records of the iRetrieval. Additionally, you must have completed and registered the authorization information that accompanies this software package.

iRetrieval Database Version 2.2 License Agreement

IMPORTANT – READ THIS AGREEMENT BEFORE DOWNLOADING THE iRETRIEVAL DATABASE SOFTWARE! BY DOWNLOADING THIS SOFTWARE, YOU AGREE TO BE BOUND BY THIS LICENSE AGREEMENT. IF YOU DO NOT AGREE TO THE TERMS AND LIMITATIONS OF THIS LICENSE AGREEMENT, DO NOT DOWNLOAD THIS SOFTWARE! Contact iRetrieval to obtain a refund at iRetrievalsupport@mac.com

THE FOLLOWING iRETRIEVAL SOFTWARE PACKAGED files are licensed to you on the following terms and conditions:

1. GRANT OF LICENSE. In consideration of the license fee that is a part of the price you paid for this product, iRetrieval hereby grants you a non-exclusive license to use the iRetrieval software on a single computer ("cpu") under the terms and limitations of this License Agreement.

2. OWNERSHIP. As Licensee, you own the documentation materials and the media on which the iRetrieval is recorded, but iRetrieval retains all ownership and rights in the iRetrieval software, including all rights in any portion(s) of iRetrieval Database present in any output of the iRetrieval software. This License Agreement is NOT a sale of the iRetrieval Database software.

3. USE RESTRICTIONS. You may physically transfer the iRetrieval software from one computer at a time to another, provided that the iRetrieval software is used on only one computer at a time. You may not install or use iRetrieval software on a network, multiple CPU, multiple site arrangement, or any other hardware arrangement where the iRetrieval software is accessible to more than one CPU or to more than one user. To protect iRetrieval copyrights in iRetrieval software, you may not adapt or make alterations to the iRetrieval software, decompose, disassemble, translate, convert to another programming language or otherwise reverse engineer the iRetrieval software.

4. TRANSFER RESTRICTIONS. You may not transfer, assign, sell or otherwise dispose the iRetrieval software on a permanent basis without the written permission of iRetrieval. In no event may you rent, lease, grant sublicenses or any other rights in the iRetrieval software to others on a temporary basis.

5. COPY RESTRICTIONS. You may make one copy of the iRetrieval software solely for backup purposes. This backup copy automatically becomes property of iRetrieval.

6. SUPPORT AND UPDATE POLICY. iRetrieval is not responsible for maintaining or helping you to use the iRetrieval software except through iRetrieval's support system. Future updates may be made available to you only upon receipt of your registration information.

7. TERMINATION. This License Agreement is effective and binding upon your installation of the iRetrieval software package and remains in effect until expiration of all copyright interests of iRetrieval. This license will terminate automatically if you fail to comply with any of the terms listed in this License Agreement, at which time you must return all copies of the iRetrieval software to the Kodály Institute at Capital University or such other location as shall be designed by iRetrieval.

8. This License Agreement is the complete and exclusive agreement between you, and iRetrieval and shall be interpreted under the laws of the state of Ohio applicable to contracts made in Ohio.

Unauthorized copying or use of the iRetrieval software beyond the scope of this License Agreement is expressly forbidden. You may be held legally responsible for any copyright infringement that is caused or encouraged by your failure to abide by the terms and conditions of this license.

iRetrieval Database Limited Warranty

iRetrieval Database warrants to the purchaser of the iRetrieval software that the iRetrieval cd-rom software files will be free from material defects in materials and workmanship under normal use for a period of *90 days* from the date of purchase, as evidenced by a receipt. This warranty will be null and void if the iRetrieval software files or iRetrieval cd-rom appear to have been damaged due to unauthorized service, modification, accident, abuse, misuse, or excessive wear. Additionally, this warranty will be null & void if the computer system to which you choose to install the iRetrieval software files should contain defects, modifications, accidental damages, abuse, misuse, or excessive wear. iRetrieval's entire liability and your exclusive remedy as to defective iRetrieval software files shall be replacement of the defective iRetrieval software files. iRetrieval will replace any defective iRetrieval software files you return during the 90-day warranty period, without charge, provided you have completed the registration information that is included with your purchasing agreement. Warranted application of the Kodály Font© is specific only to its function when using the iRetrieval software. In the event that the iRetrieval software files need to be repaired, you must contact iRetrieval through the iRetrieval support system. Your notification should be accompanied by the license key, a brief description of the problem, a phone number where you can be reached and your return address. Some states do not permit a limitation on the length of an implied warranty, so the 90-day limitation contained herein may not apply to you.

iRETRIEVAL SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, OR SPECIAL DAMAGES RESULTING FROM BREACH OF WARRANTY OR ANY TYPE OF CLAIM ARISING FORM THE USE OR INABILITY TO THE USE THE iRETRIEVAL, WHETHER OR NOT iRETRIEVAL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. IN ANY EVENT, iRETRIEVAL'S RESPONSIBILITY FOR DAMAGES SHALL BE LIMITED TO THE PURCHASE PRICE AND LICENSE FEE YOU PAID FOR THE iRETRIEVAL PACKAGE. SOME STATES DO NOT ALLOW LIMITATIONS OR EXCLUSION OF INCIDENTAL OR CONSEQUENTIAL DAMAGE, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

EXCEPT AS PROVIDED ABOVE, iRETRIEVAL DISCLAIMS ALL WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE iRETRIEVAL FILES. SHOULD THE iRETRIEVAL SOFTWARE PROVE DEFECTIVE, THE PURCHASER ASSUMES THE RISK OF PAYING THE ENTIRE COST OF ALL NECESSARY SERVICING, REPAIR, OR CORRECTION AND ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES. IN NO EVENT WILL iRETRIEVAL BE LIABLE FOR ANY DAMAGES WHATSOEVER (INCLUDING WITHOUT LIMITATION DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION AND THE LIKE) ARISING OUT OF THE USE OR THE INABILITY TO USE THE iRETRIEVAL SOFTWARE EVEN IF iRETRIEVAL HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

iRetrieval Quick Start Guide

Installation and Font Setup

****Please review these instructions prior to installation of iRetrieval.**

Insert the installation disc that came with the program into your computer.

For Mac users: click the iRetrieval (Mac) installer package to start the installation process. Click on “iRetrieval” to start the program.
For PC users: click the iRetrieval (PC) setup.exe file to start the installation process. Click on “iRetrieval” to start the program.

****Please Note**
If you start the program and you see unusual characters rather than music characters, you must first install the Kodály font that comes packaged with the program. Most users will have to do this. Go to the help menu by clicking the button at the top of the screen called “Help”. Click the “Install Kodály Font” button to install the font on your system. Doing this will place the font file on your desktop. Double click this file and follow your operating system’s instructions to install the font on your system. Mac users can double click the file and hit the “Install Font” button. (Note: PC users will have to copy this file into their fonts folder located in the control panel). Once this is installed, all of iRetrieval’s fonts will function properly on your computer.

**** A NEW ENTRY MUST BE CREATED PRIOR TO INPUTING ANYTHING INTO YOUR DATABASE. (Ctrl + N/Command + N OR click on "New Record" button at the top of the interface.)**

Accessing the User's Guide (Help)
If you need help, iRetrieval comes packaged with this detailed user's guide. To access the User's Guide, click the "Help" button at the top of the interface (*Not the top help menu). This will take you to the help menu where you can view or print the User's Guide.

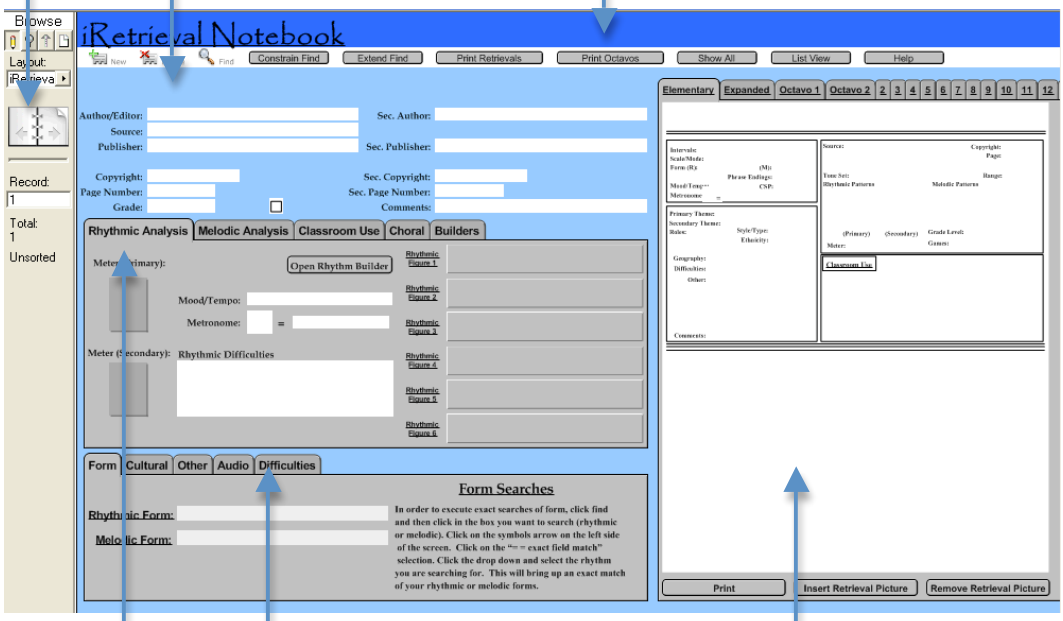
Introduction

Welcome to the iRetrieval Database! iRetrieval is designed to help organize and search your retrievals easily and effectively. The user interface is separated into several parts that you will need to familiarize yourself with before going on in this manual. If you open the program and you cannot see the entire layout on your screen, use the scroll bars on the right side and bottom of the screen to navigate around the interface. Another option is to go to the "View" menu at the top of the screen and utilize the zoom in/zoom out features.

Layout Menu – This menu displays the current layout of the database. The main screen is the layout called the "iRetrieval Database". Below the layout menu is the scrolling book that will allow you to cycle through your retrievals. This scroll bar shows how many retrievals are in the database **OR** how many search results are displayed once a search is entered

Information Menu – Input data within these fields. Some fields are simple text fields and others are dropdown menus.

Top Buttons – Use these buttons to add/delete entries, show all of your retrievals (important for searching), print and view searched retrievals in list form. There is also a button for utilizing the "help" section.



Top Tab and Bottom Tab Menus – These tabs allow for additional analysis entry.

Retrieval Viewer– Retrievals and auxiliary PDF documents can be input into this pane and viewed in PDF format. Use the buttons below to print, insert, or remove items into the viewer. The "Insert" button opens another window where you can search for the PDF images of retrievals. The tabbed input provides the ability to add a second PDF file for each retrieval.

Kodály Font©

The Kodály Font© package has been released as freeware thanks to the creation and generosity of Dr. Yo Tomita, who is also the creator of “Bach Font©.” (Bach Musicological Font)

Kodály Font© is a software font for Microsoft Windows.

Kodály Font© contains a comprehensive set of musical symbols but retains the normal English character set in a standard Roman typeface.

In this context, Kodály Font© is a font for use with iRetrieval, for the purpose of using musical symbols interchangeably with standard typeface. It is important to note that Kodály Font© is not a font for musical score editors, such as Adobe’s® Sonata™ or Coda’s® Petrucci™. Unlike such fonts, the musical characters in Kodály Font© are sized and spaced out so that they can be used in this database.

The more widely used characters are visible within the database and may be selected by clicking on the desired image. However, there may be times when another Kodály font character is needed. In such a circumstance, utilize the following information. (A Kodály character font map has been included within this user manual to assist in character selection.)

Kodály Font© is an ANSI font. Since the majority of musical symbols are located in the extended range of the ASCII table (above 128), you may need a special tool to get access to these characters.

Hold down the ALT key and type the 4 digits of the ANSI code of each character on the Numeric Keypad (with “Num Lock” indicator on). There is a character map showing the short-cut keys on pages 11-14 of this instruction manual.

If using a lap-top/portable computer, you may need to hold down both the function key (FN) and the ALT key while typing the 4 digits of the ANSI code. (Also, be sure the number lock feature is activated.)

KODÁLY Musicological Font©

Yo Tomita 1992-2001

Character Map

Accidentals

@ $ * 0204 0205 0208 0135

Notes

0253 0171 0172 0176 0177 0196 0197 0198 0199 0183

0129 0130 0131 0132 0133 0134 0140

0214 0209 - 0233 0234 0239 0241 0207 0244 0181

0211 0212 0213 0182 0169 = 0237 0238 0210 0206

0187 0231 0232 0216 0217 0236

Rests

0191 0229 0228 0163 0224 0225 0226 0227

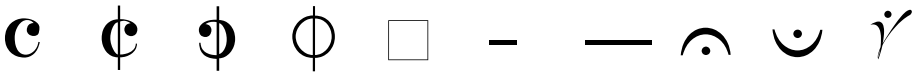
Clefs and Lines

0165 0170 0168 0157 0218 0242 0243 0219 0201

Time Signatures and Fermata

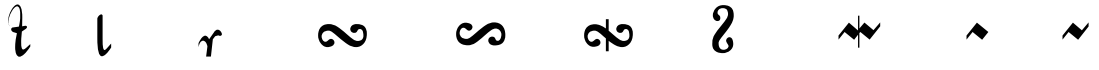
0178 0179 0166 0254 0221 0185 0159

0189 0188 0190 0215



0161 0162 0167 0164 0149 0150 0151 0223 0220 02

Ornaments

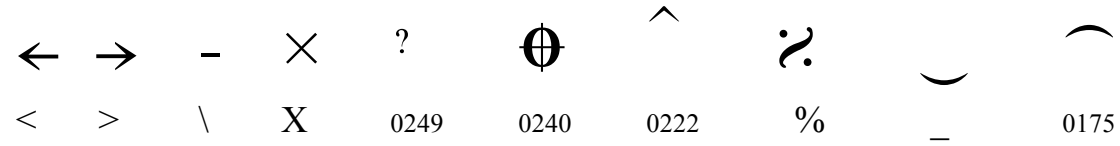


0255 0174 0251 0250 0136 0137 0186 0235 ~ 0252

0200 0202 0156 0247 0248 0245 0246 0203 ^ 0180

0184 0192 0194 0139 0195 0193

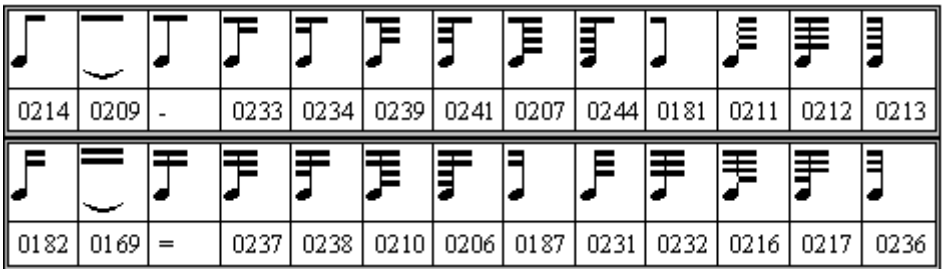
Other Symbols



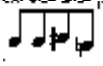
< > \ X 0249 0240 0222 % _ 0175

0152 0153 0154 0155 0158

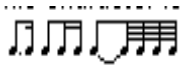
Beamed Notes

												
0214	0209	-	0233	0234	0239	0241	0207	0244	0181	0211	0212	0213
0182	0169	=	0237	0238	0210	0206	0187	0231	0232	0216	0217	0236

Beamed notes are designed to be joined with other beamed notes. Note that most frequently used and are keyboard accessible characters, - and = respectively. These symbols are reallocated to " \ " and ansi 0173 respectively.

All the beamed symbols with note-head have the same kerning width. It allows a dot or accidental to be placed beside its note-head in contiguous beamed symbols without requiring a separate symbol for the beam: e.g. 

When a dot is not required, either a space or ansi 0160 (non-breakable space) should be typed in its place. This character is often accessible by hitting ctrl space or shift space.

Example: 

Data Entry

Retrieval Analysis – Entering a New Retrieval

The data entry screen is designed to hold all pertinent data for song analysis. Enter text directly into most of these fields.

To create a new entry, click "New" button at the top, left of the screen (keyboard shortcut: Ctrl + N/⌘ + N). Click in the title field and type a song title. Use the tab button to navigate from one field to another.

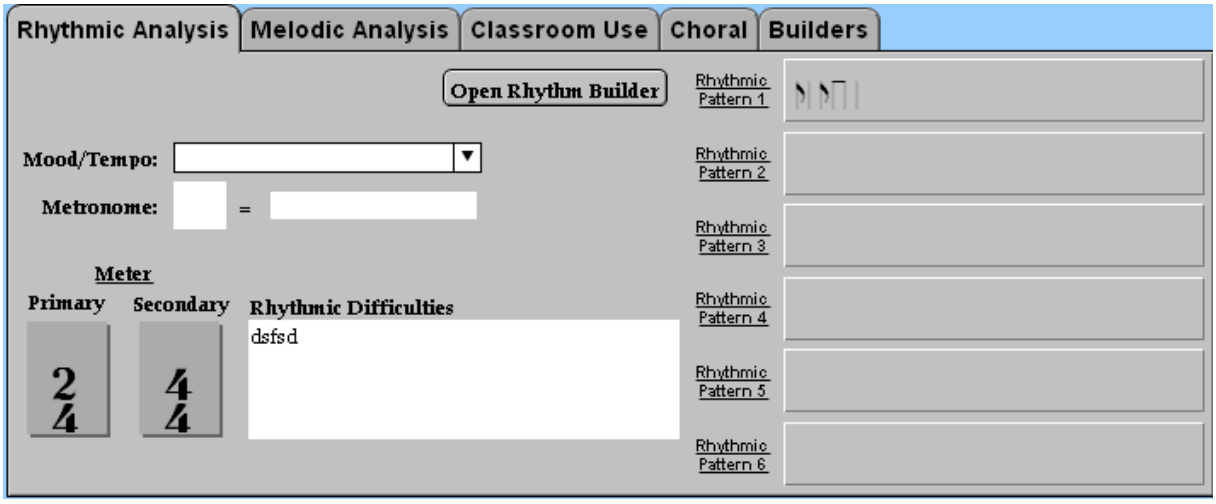
Be mindful that a common mistake is clicking the "New" button a few too many times, adding several blank records. To delete a record from the database, scroll over (using the scroll book – see "Layout Menu" picture above) to the undesired retrieval. Click the "Delete" button at the top of the screen. iRetrieval will ask to confirm the deletion of the retrieval - click "Delete" and the retrieval will be permanently removed from the system.

Basic Information Regarding Drop-down Menus

- Drop-down menus alleviate data entry errors.
- Upon initial use, all drop-down menus already contain some entries. .
- To add to the drop down menu, click in the coordinating text boxed. Scroll down and click on "edit." Type the desired entry and click "ok" to accept.
- The new entry will then be available for selection when adding analysis.
- Refer to your song collection to determine necessary values to insert into drop down menus. This will alleviate duplicate entries and allow for faster data entry later.
- Another useful reference for table entry is Research and Retrieval by Floice R. Lund. This book lists specific categories for each heading. (Lund, 15)
- To select from drop down menus, click on the right side of the box to reveal the choices and click on the desired item to make a selection. This selection is automatically saved by the database.

Rhythmic Analysis Entry

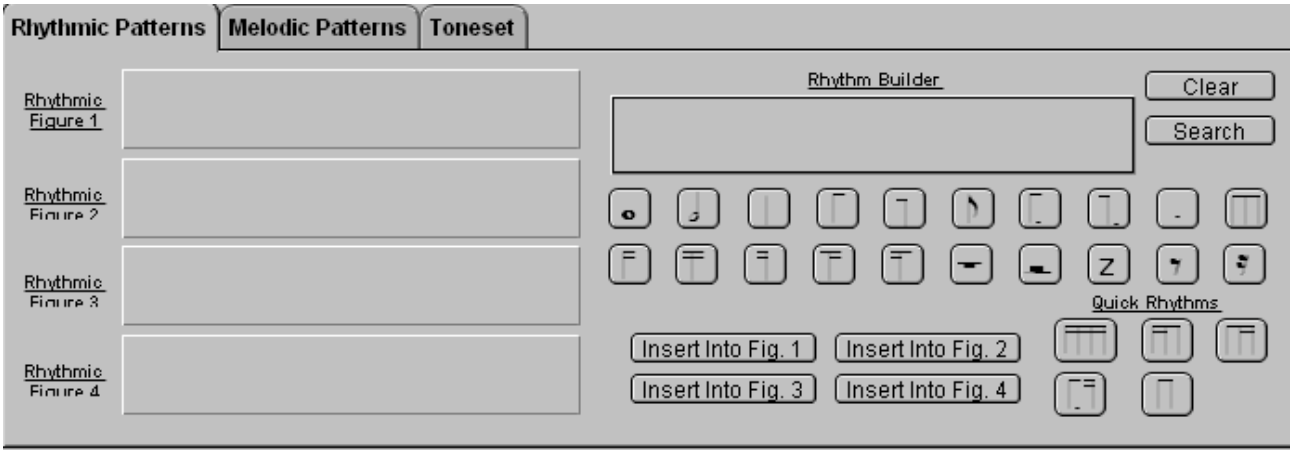
Enter general rhythmic analysis here, including meter (primary or secondary), metronome marking, mood/tempo, and rhythmic difficulties.



Rhythmic Patterns

To enter rhythmic patterns, click “Open Rhythm Builder.” The following window will appear:

•

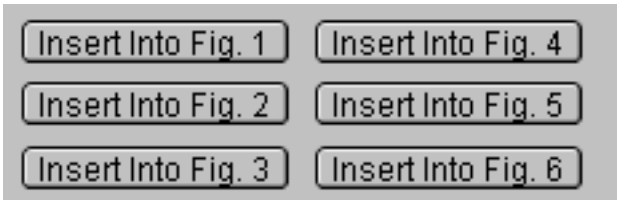


- Build the desired rhythmic patterns in this window.

- Click on any rhythmic symbol and it will enter directly into the Rhythm Builder. Most rhythms are self-explanatory; however, some rhythms are a little more complicated to create because all of these rhythms are input based on their beaming structure. To input two beamed eighth notes in a row, click the eighth note button with the flag to the right, and then the eighth note button with the flag facing left to put them together. The same applies to sixteenth note entry.

- There is a Quick Rhythm feature that will allow entry of some common rhythmic patterns. Click any of the Quick Rhythms to insert the pattern into the Rhythm Builder as shown below.

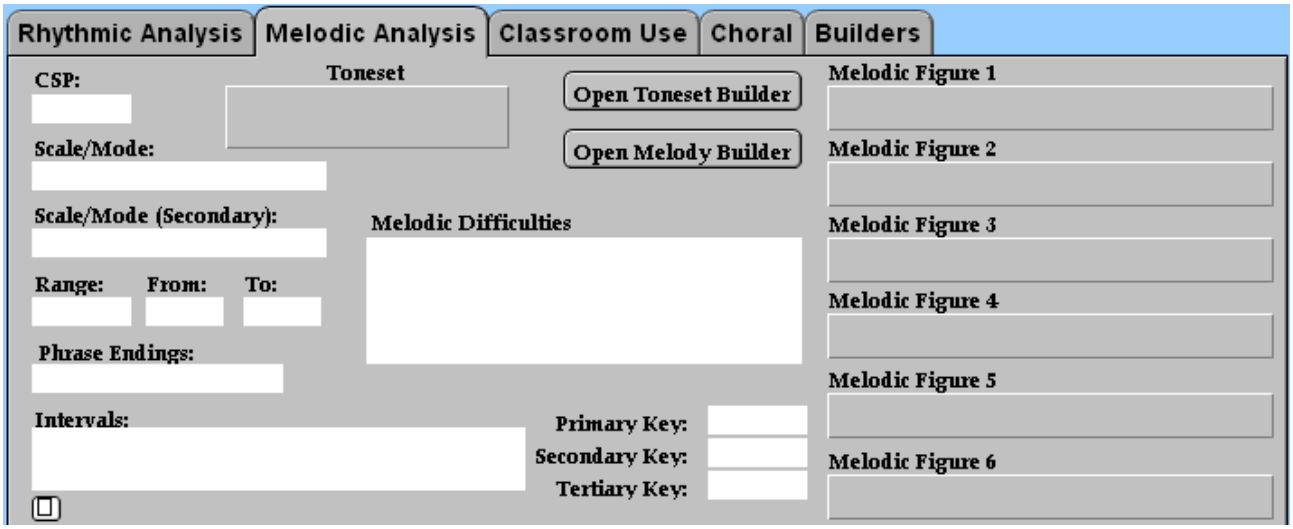
- The Rhythm Builder allows the designation of up to six rhythmic patterns for each retrieval. To input a rhythm, create it in the Rhythm Builder. Click one of the four buttons to insert the rhythm into either figure 1, 2, 3, 4, 5 or 6.



- If entering a pattern in error, clear the Rhythm Builder by clicking the “Clear” button at any time. To delete an already inserted rhythmic figure, simply click on the figureand begin deleting rhythmic characters.

Melody Analysis Entry

Enter general melodic analysis here, including CSP, Scale/Mode (primary and secondary), Range, Phrase Endings, Intervals, Toneset, Melodic Patterns, Difficulties, and Related Keys.

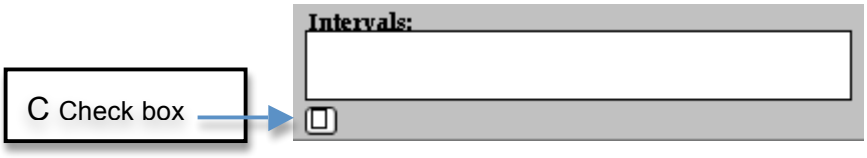


Intervals box

Type intervals into the text box using standard text type

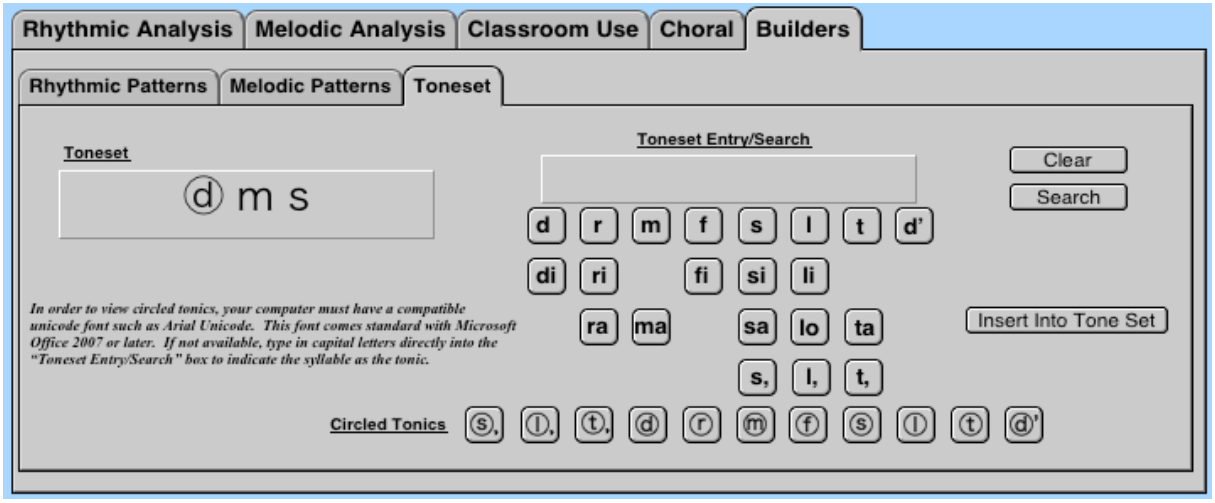
- Use parenthesis to differentiate between intervallic relationships. Use a “dash” (-) to illustrate the connection between intervals.

- Use the “Check box” option, (for Mac and most PC users) or enter a “plus” key (+) after a given syllable, to represent intervals that occur between phrases.



Tone Set Tab

This field allows you to enter the tone set into your database and also allows you to add circled tonics if needed. To enter, click on the “Open Toneset Builder.” The following window will appear:


Rhythmic Analysis
Melodic Analysis
Classroom Use
Choral
Builders
Rhythmic Patterns
Melodic Patterns
Toneset
Toneset
ⓓ m s
Toneset Entry/Search
Clear
Search
d r m f s l t d'
di ri fi si li
ra ma sa lo ta
s, l, t,
In order to view circled tonics, your computer must have a compatible unicode font such as Arial Unicode. This font comes standard with Microsoft Office 2007 or later. If not available, type in capital letters directly into the "Toneset Entry/Search" box to indicate the syllable as the tonic.
Insert Into Tone Set
Circled Tonics

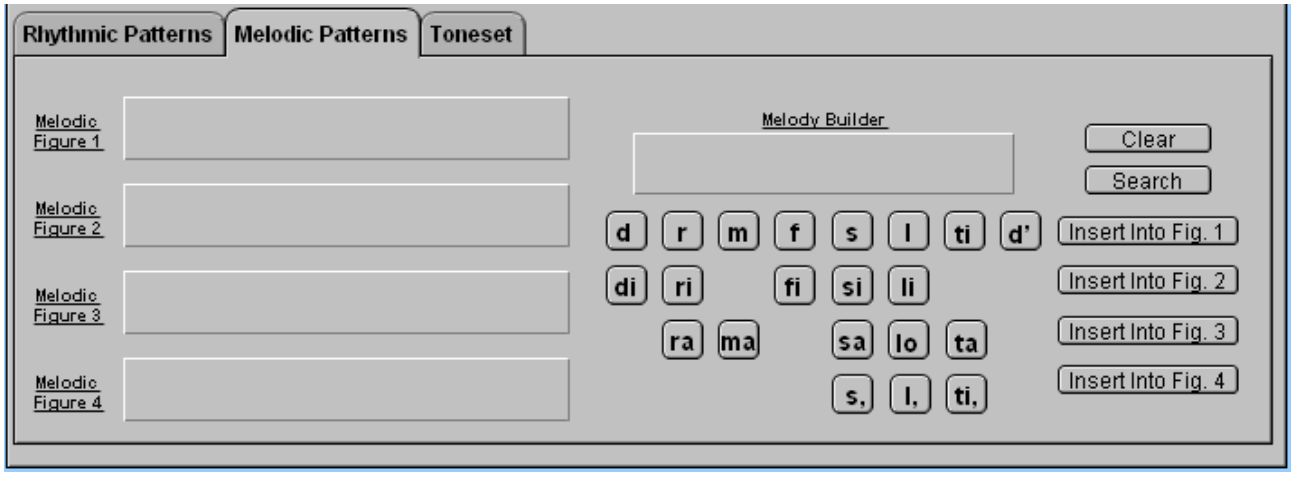
- Type your tone set by clicking on the solfege buttons and then clicking the “Insert Into Tone Set” button.

> ****** If there is a specific tone set needed that is not displayed with the tone set buttons (such as “low mi” or “high fa”), type directly into the tone set field using the keyboard and then entering it into your tone set figure as normal.***

- Click “Melodic Analysis” tab to return to the original data entry screen

Melodic Patterns

To enter melodic patterns, click “Open Melodic Patterns Builder.” The following window will appear:



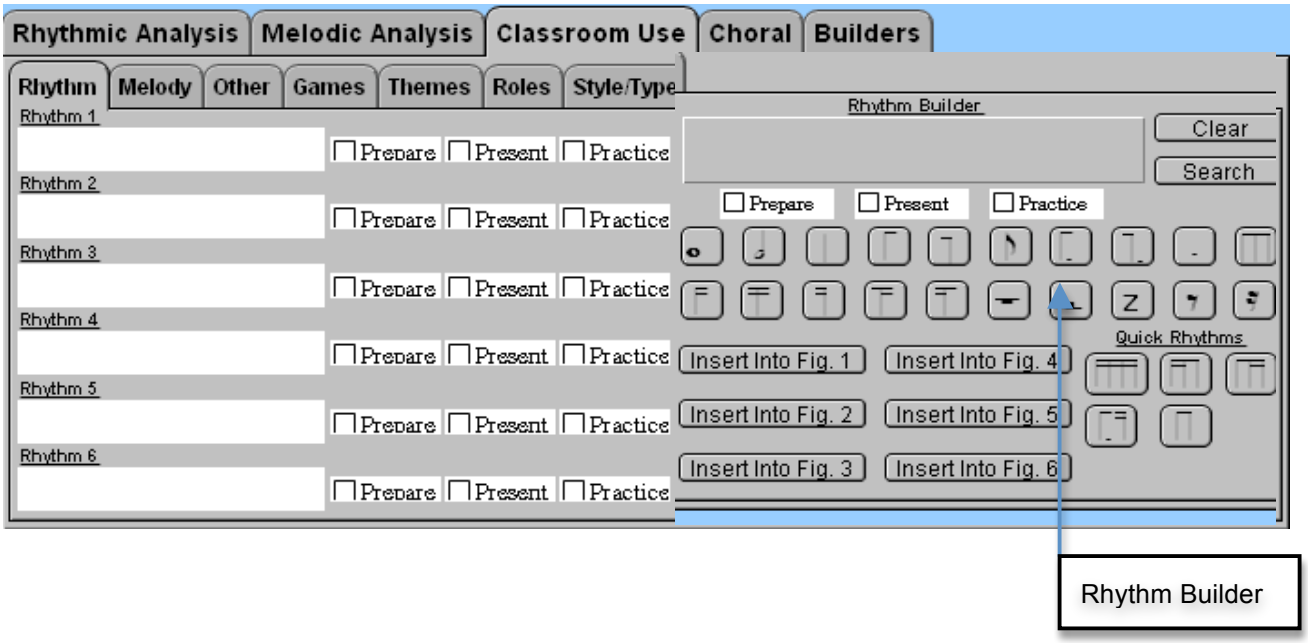
- Similar to the Rhythm Builder, the Melody Builder allows the designation of up to six melodic patterns for each retrieval. To input a melody, create it in the Melodic Builder by clicking on the solfege buttons and keep doing so until your pattern is in the Melody Builder.

- Click "Insert Into Fig. 1,2,3, or 4" to place your melody into the database. Clear the Melody Builder by selecting the "Clear" button. To delete an already inserted melodic figure, simply click on the figure and begin deleting melodic characters.

****** If there is a specific melodic symbol needed that is not displayed in the Melody Builder (such as "low mi" or "high fa"), type directly into the Melody Builder using the keyboard and then entering it into your melodic figure as normal.***

Classroom Use Tab

The purpose of this portion of the database is to enter data pertaining specifically to those musical concepts and musical elements that apply to classroom lesson plans. It is divided into five subheadings: Rhythm, Melody, Other, Games, Themes, Roles, and Style/Type.



Rhythm

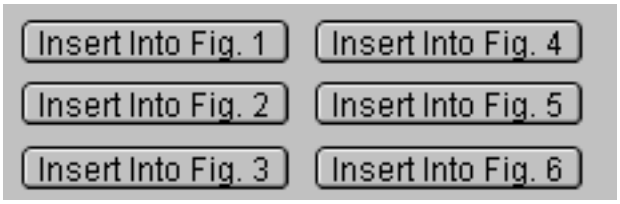
Enter the rhythmic elements used for teaching, such as
prepare or practice or

- To enter a rhythmic element, use the “Rhythm Builder,” which appears on the right side of this window.
- Click on any rhythmic symbol and it will enter directly into the Rhythm Builder. Most rhythms are self-explanatory; however, some rhythms are a little more complicated to create because all of these rhythms are input based on their beaming structure. To input two beamed eighth notes in a row, click the eighth note button with the flag to the right, and then the eighth note button with the flag facing left to put them together. The same applies to sixteenth note entry.

- There is a Quick Rhythm feature that will allow entry of some common rhythmic patterns. Click any of the Quick Rhythms to insert the pattern into the RhythmBuilder as shown below.

- To designate the use of a particular element, select any combinations of the “prepare, present, and/or practice” boxes.

- The Rhythm Builder allows the designation of up to six rhythmic elements for each retrieval. To input a rhythm, create it in the Rhythm Builder. Click one of the four buttons to insert the rhythm into either figure 1, 2, 3, 4, 5 or 6.

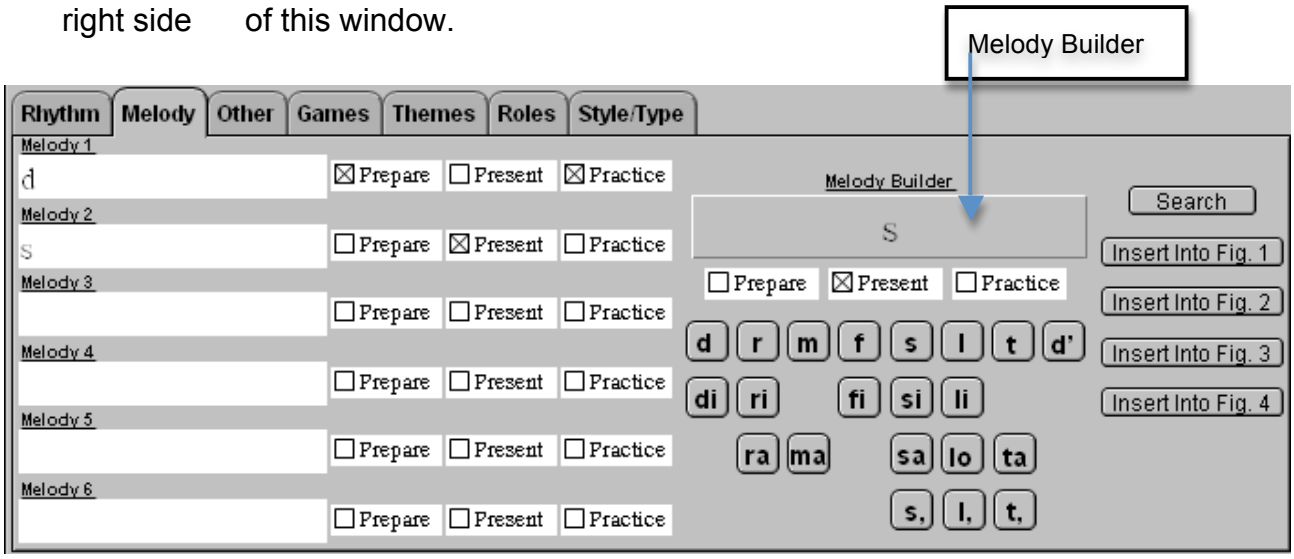


- If entering a rhythm in error, clear the Rhythm Builder by clicking the “Clear” button at any time. To delete an already inserted rhythmic figure, simply click on the figure and begin deleting rhythmic characters.

Melodic Elements

Enter the melodic elements used for teaching such as
prepare or practice“ sol – mi,” “do,” or “re.”

- To enter a rhythmic element, use the “Melody Builder,” which appears on the right side of this window.



- Similar to the Rhythm Builder, the Melody Builder allows the designation of up to six melodic patterns for each retrieval. To input a melody, create it in the Melodic Builder by clicking on the solfege buttons and keep doing so until your pattern is in the Melody Builder.

- To designate the use of a particular element, select any combinations of the “prepare, present, and/or practice” boxes.

- Click “Insert Into Fig. 1,2,3,4, 5 or 6” to place your melody into the database. Clear the Melody Builder by selecting the “Clear” button. To delete an already inserted melodic figure, simply click on the figure and begin deleting melodic characters.

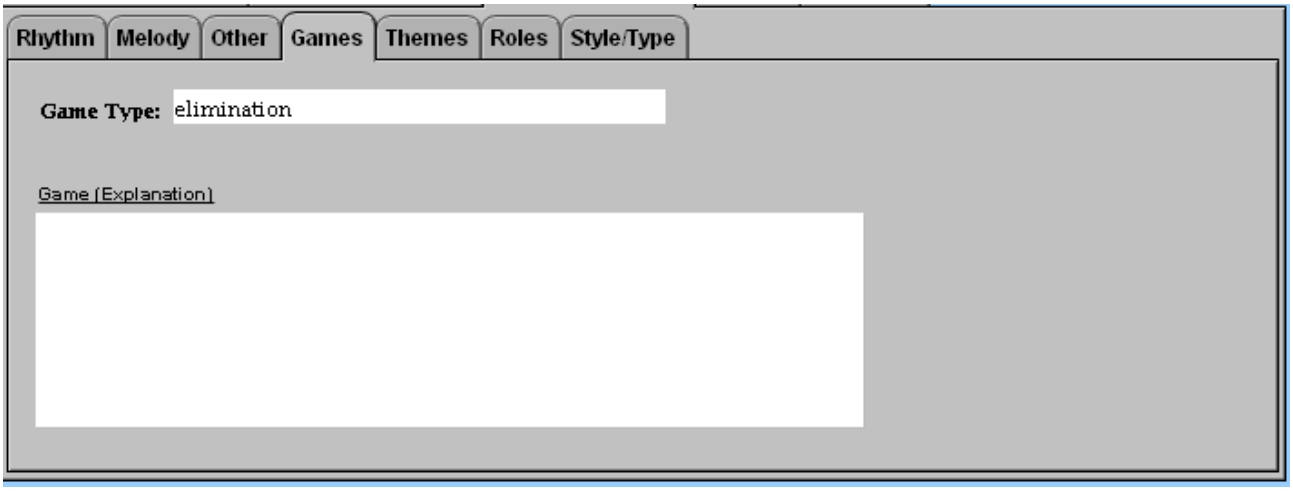
****** If there is a specific melodic symbol needed that is not displayed in the Melody Builder (such as “low mi” or “high fa”), type directly into the Melody Builder using the keyboard and then entering it into your melodic figure as normal.***

Other

Enter additional “classroom use” criteria that is not specifically rhythmic or melodic. (For example: repeat signs, first and second endings, two-part canons, improvisation, etc.)

Games

- Using the drop down menu, select the appropriate game type.
- To add to the drop down menu, click in the coordinating text boxed. Scroll down and click on “edit.” Type the desired entry and click “ok” to accept.
- The new entry will then be available for selection when adding analysis.

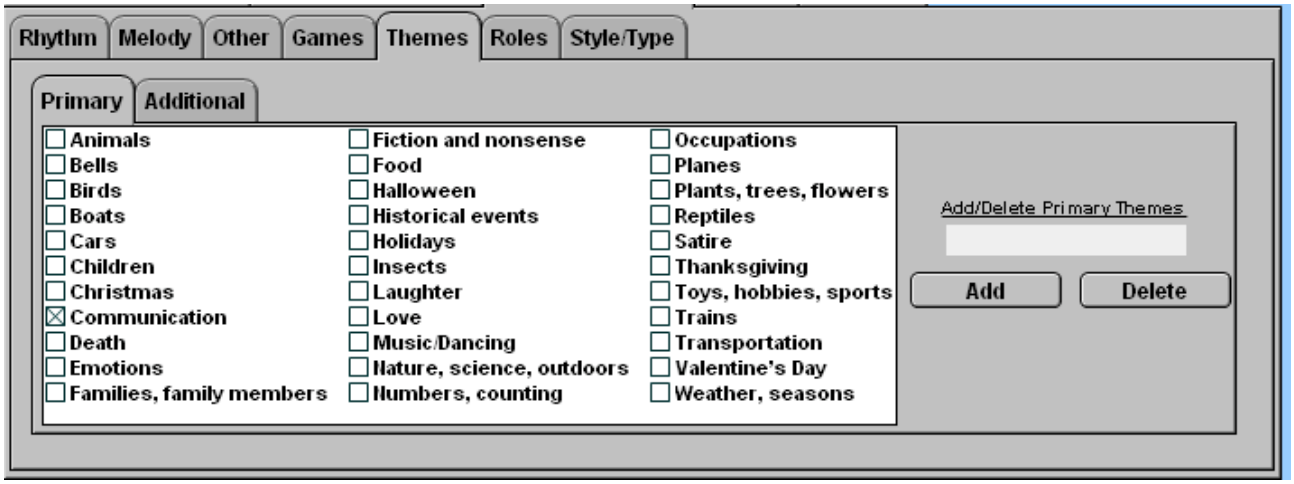


- Type in short directions for your retrieval’s game (if applicable).

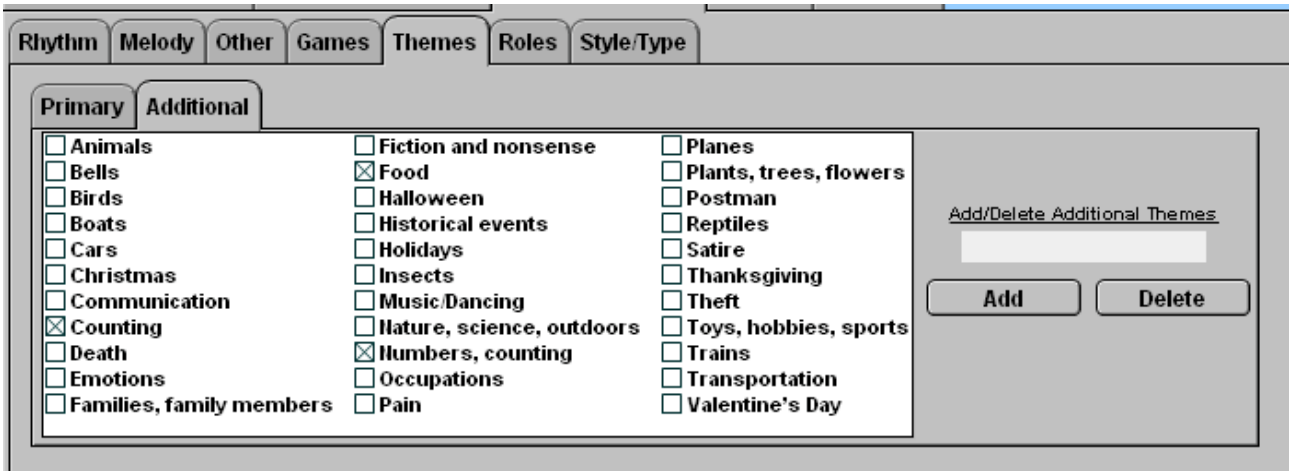
If your directions are more extensive than the Games Tab allows, it is recommended that you insert them as a PDF file or copy and paste them from another program into one of the Auxiliary File tabs.

Themes

- Click on the “Theme(s)” tab – a window will appear with two options – Primary and Additional.



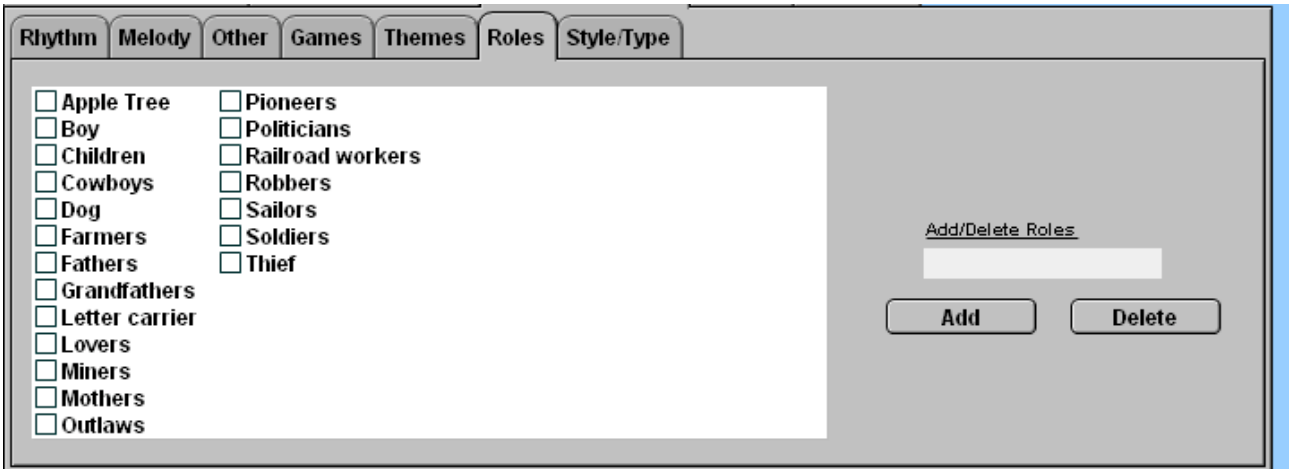
- Primary Theme: Check the desired box.
- To add a theme, type it into the “Add/Delete Themes” field. Press the “Add” button and iRetrieval will add it to your list. To remove a theme, type it exactly as you see it in the “Add/Delete Themes” field and click the “Delete” button. This will remove the theme from your list.



- Secondary Theme: Check as many boxes that apply to your retrieval.
- To add a theme, type it into the “Add/Delete Themes” field. Press the “Add” button and iRetrieval will add it to your list. To remove a theme, type it exactly as you see it in the “Add/Delete Themes” field and click the “Delete” button. This will remove the theme from your list.

Roles

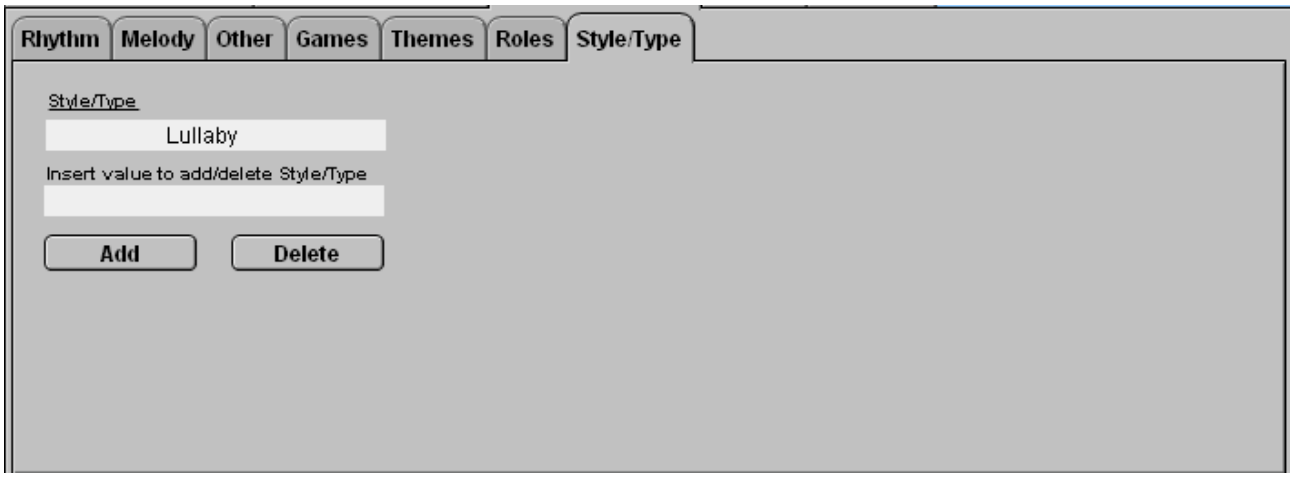
- Click on the “Roles” tab – a window will appear with “role” options.



- Check as many boxes that apply to your retrieval.
- To add a role, type it into the “Add/Delete Roles” field. Press the “Add” button and iRetrieval will add it to your list. To remove a role, type it exactly as you see it in the “Add/Delete Roles” field and click the “Delete” button. This will remove the theme from your list.

Style/Type

- Classify a style or type using a dropdown menu. Click on the “Style/Type” field and select a style or type from the list.



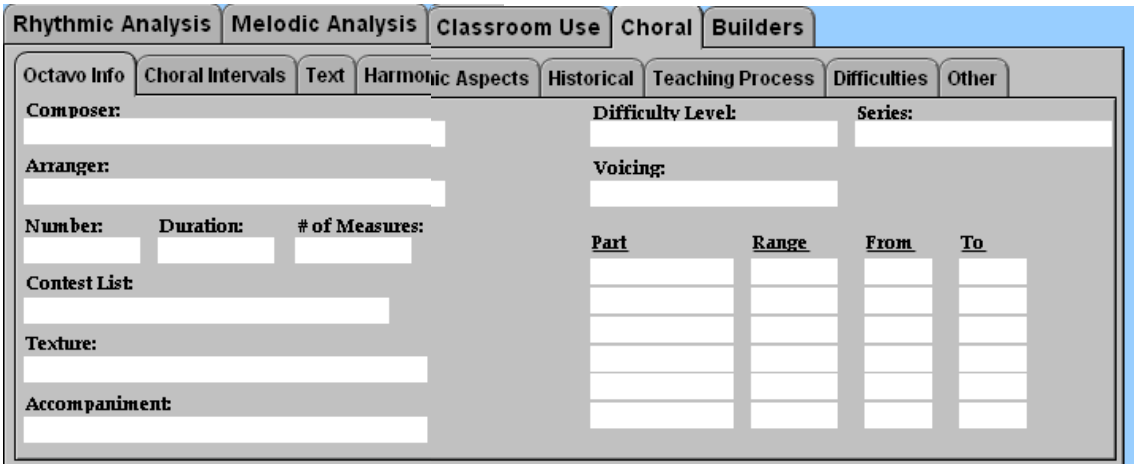
- To add a style or type to the list, click on the “Insert value to add/delete Style/Type” and type a new entry. Click on the “Add” button and iRetrieval will add the value to the list. To remove a value, type the value you wish to remove exactly as it appears in the value list and hit “Delete.”

Choral Tab

This section is designed to store additional analysis information specific to choral pieces and arrangements. It is divided into seven basic sections as follows.

Octavo Info

Each of these fields is in the form of drop down menus.

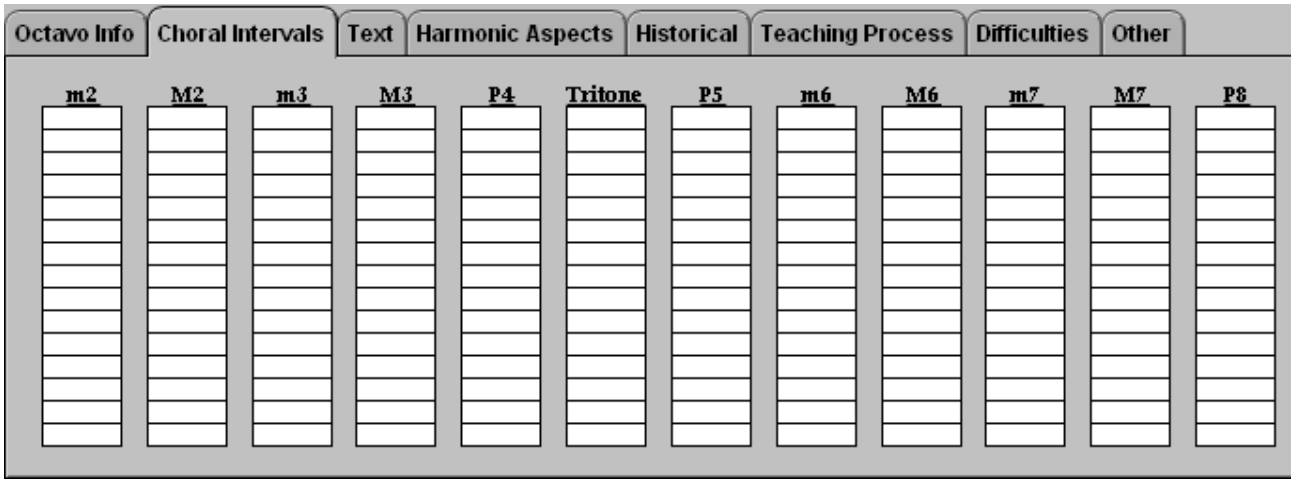


Basic Information Regarding Drop-down Menus

- Drop-down menus alleviate data entry errors.
- Upon initial use, all drop-down menus already contain some entries. .
- To add to the drop down menu, click in the coordinating text boxed. Scroll down and click on “edit.” Type the desired entry and click “ok” to accept. The new entry will then be available for selection when adding analysis.
- Refer to your song collection to determine necessary values to insert into drop down menus. This will alleviate duplicate entries and allow for faster data entry later.

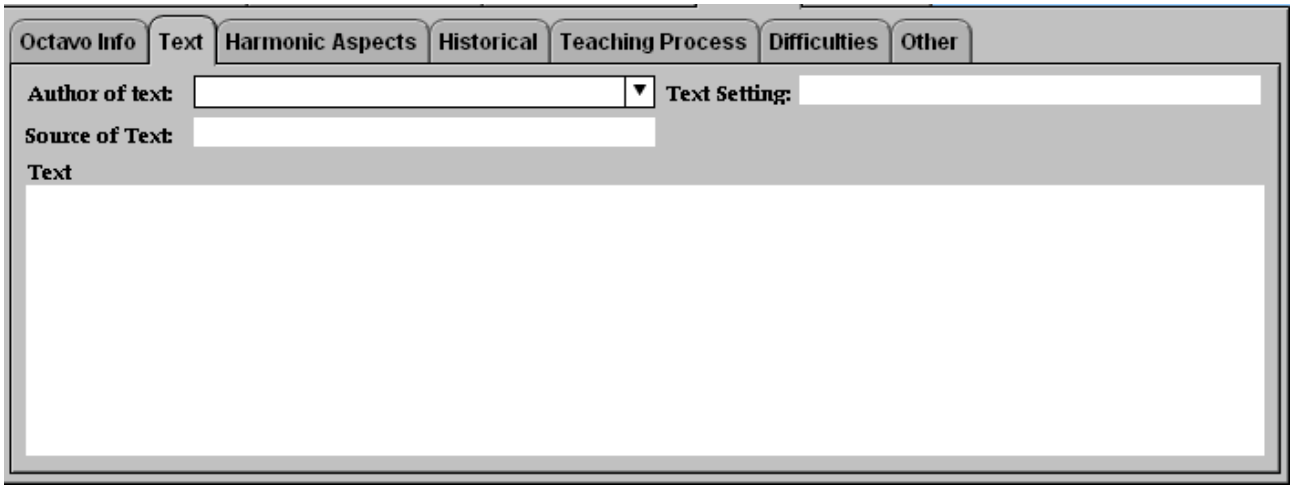
Choral Intervals

Enter intervallic relationships in the appropriate column. This table is primarily for reference only. It is *not* intended to be a searchable field.



Text

Author of text, Source of Text, and Text Settings are in the form of drop-down menus, similar to those in the Octavo Info field. (See above for entry information.)



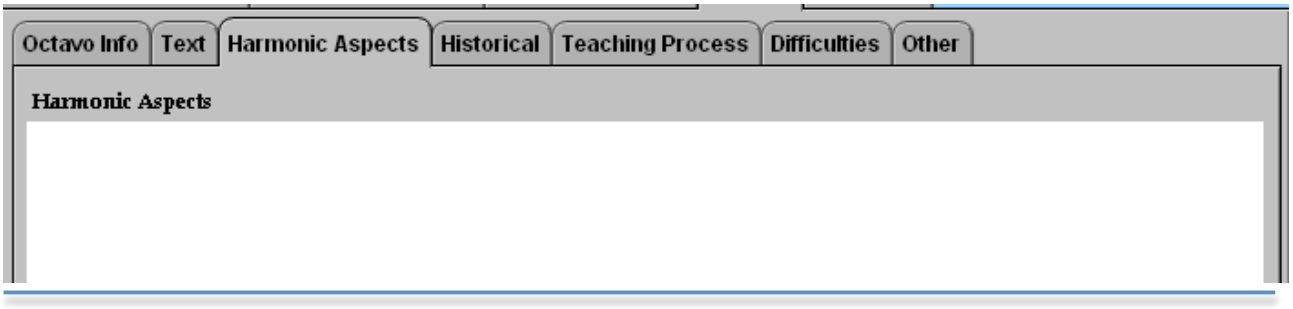
- Type text directly into the “Text” field.

If your text is more extensive than the Text Tab allows, it is recommended that you insert them as a PDF file or copy and paste them from another program into one of the Auxiliary File tabs.

Harmonic Aspects, Historical, Teaching Process, Difficulties, Other

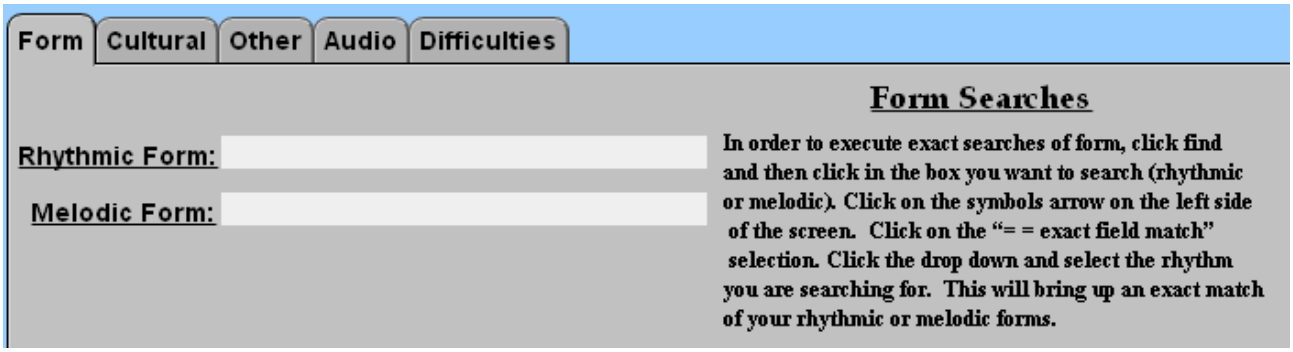
- Type directly into the appropriate fields.

If your text is more extensive than the box allows, it is recommended that you insert them as a PDF file or copy and paste them from another program into one of the Auxiliary File tabs.



Form

Each of these fields is in the form of drop down menus.


Form
Cultural
Other
Audio
Difficulties
Form Searches
Rhythmic Form:
Melodic Form:
In order to execute exact searches of form, click find and then click in the box you want to search (rhythmic or melodic). Click on the symbols arrow on the left side of the screen. Click on the "= = exact field match" selection. Click the drop down and select the rhythm you are searching for. This will bring up an exact match of your rhythmic or melodic forms.

Basic Information Regarding Drop-down Menus

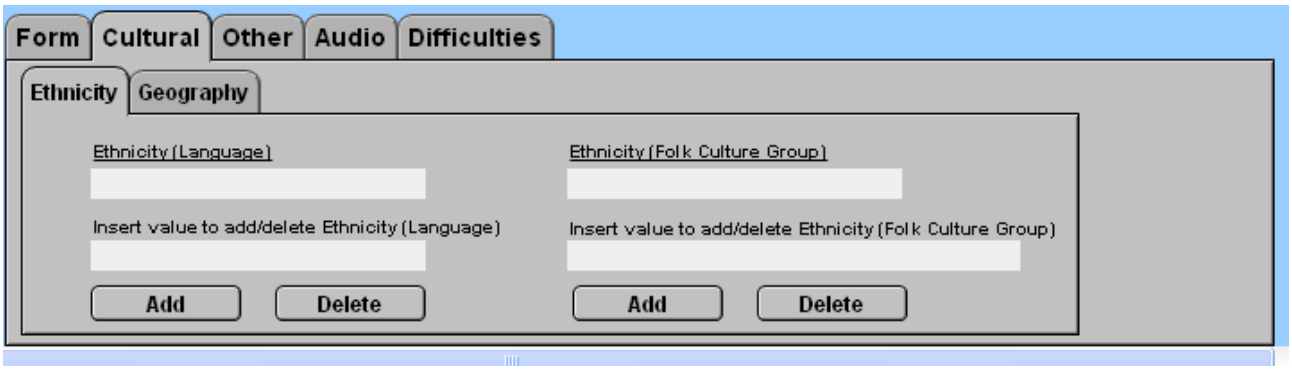
- Drop-down menus alleviate data entry errors.
- Upon initial use, all drop-down menus already contain some entries.
- To add to the drop down menu, click in the coordinating text boxed. Scroll down and click on "edit." Type the desired entry and click "ok" to accept.
- The new entry will then be available for selection when adding analysis.
- Refer to your song collection to determine necessary values to insert into drop down menus. This will alleviate duplicate entries and allow for faster data entry later.

Cultural Tab

Ethnic/Geography

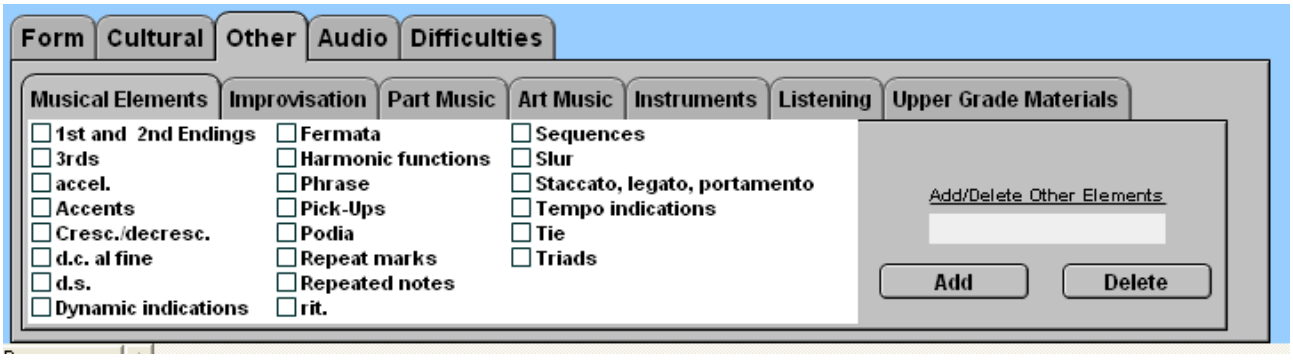
- Classify a style or type using a dropdown menu. Click on the “Ethnic” or Geography field and select from the list.

- To add to the list, click on the “Insert Value” to and type a new entry. Click on the “Add” button and iRetrieval will add the value to the list. To remove a value, type the value you wish to remove exactly as it appears in the value list and hit “Delete.”



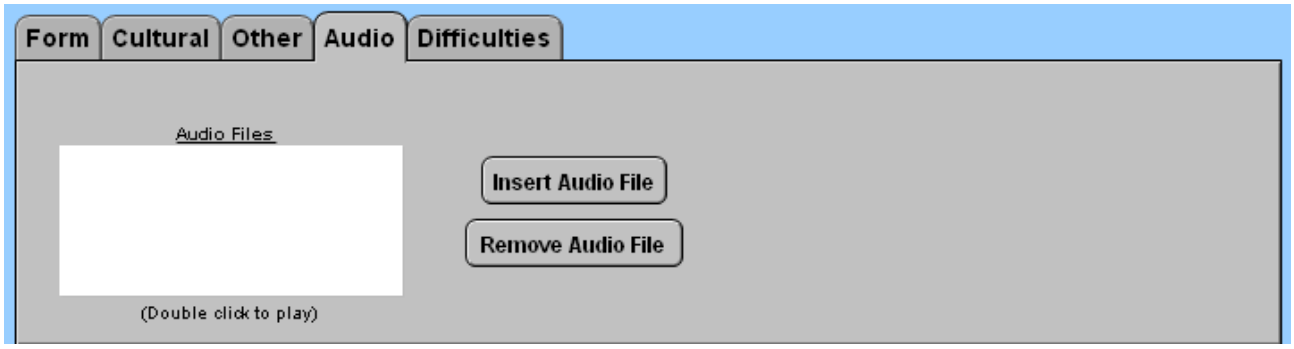
Other Tab

The Other Tab allows you to insert the following: musical elements, improvisation, part music, art music, instruments, listening, and upper grade material information. Each of the tabs have similar interfaces to check or select values for each retrieval as well as insert new values and/or remove values from the lists.



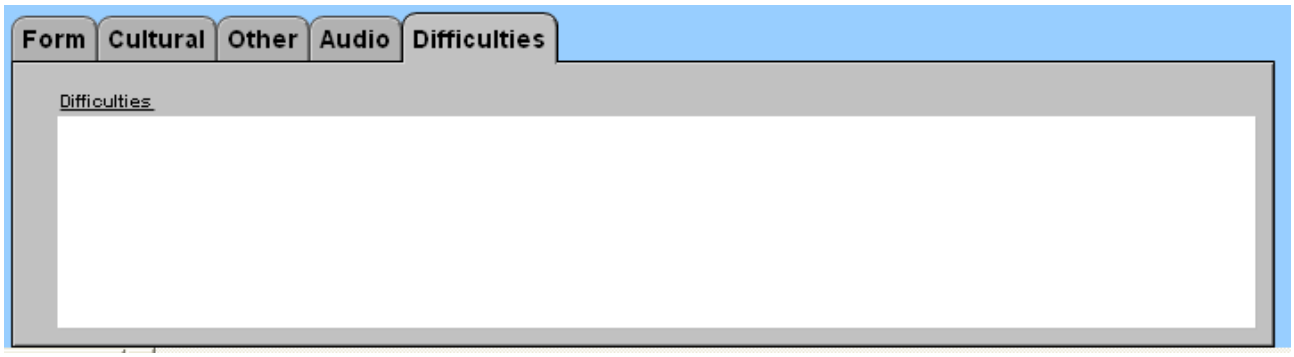
Audio Tab

The Audio Tab allows you to add an audio file or any other type of media file to the database. It is strongly recommended that you add only mp3 format files, as this will help save space on the hard drive. Click the “Insert Audio File” button to bring up a dialogue box that will allow you to find an audio file on your system. Once entered, double click on the icon to have it play in your default music player. If you would like to remove the audio file, simply click the “Remove Audio File” button.



Difficulties

The Difficulties Tab allows you to write any information about a record. Click the “Difficulties” box and insert your notes



Inserting Retrievals and Auxiliary Files

As you enter your retrievals, iRetrieval collects this data and begins a report of all the data entered. A preview of this report is shown in the “Retrieval Tab” on the main page of the layout. The top portion of the retrieval will change as you enter your data. To insert a scanned file of your stick notation into the bottom of the retrieval, click the “Insert Retrieval Picture” at the bottom of the Retrieval Tab. This will allow you to insert almost any type of image file including the most popular PDF and JPEG file formats.

It should also be noted that the bottom of the “Retrieval Tab” will allow you to paste in picture files from other programs. For example, if you took a screen clipping of your stick notation in either Finale or Sibelius, you could “copy” that picture using the edit commands in your program. You could then come into iRetrieval, click the white space at the bottom of the “Retrieval Tab” and paste in your screen clipping.

There are 19 other tabs in addition to the Retrieval tab that will allow you to insert full pages of image files. Use these tabs for scanned images of octavos, game directions, additional information or anything else you would like to keep organized with your retrieval. Similar to the Retrieval tab, you can insert any type of image file. In order to insert a Word document with your file, you must either print it as a PDF file and insert it, or simply copy and paste the text from your document directly into any auxiliary tab. (To paste into an auxiliary file tab, click once on the white space of the auxiliary file and then use the paste command in the edit menu to paste directly into the auxiliary file.)

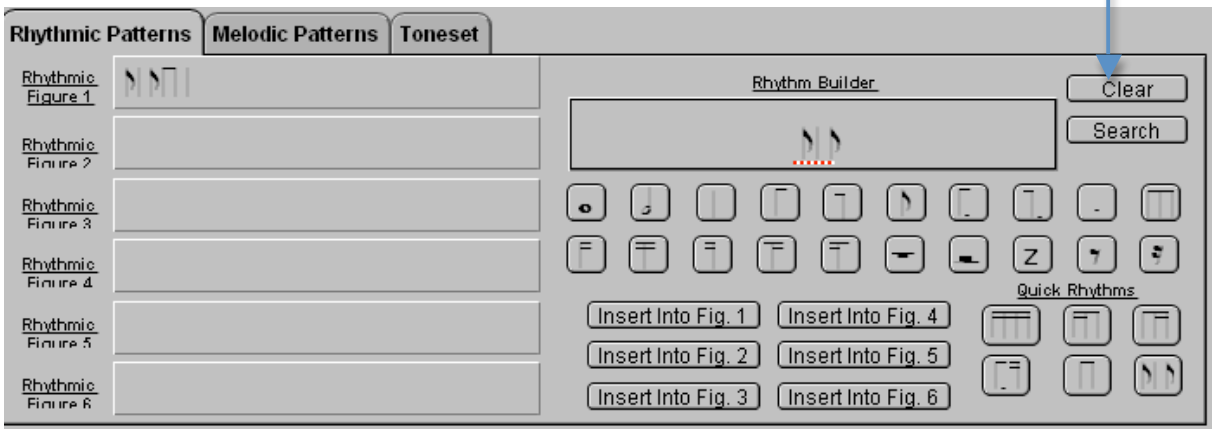
**If you have many scanned PDF or other image files, it would be a good idea to keep those files organized in separate folders within your documents folder.

Conducting a Search

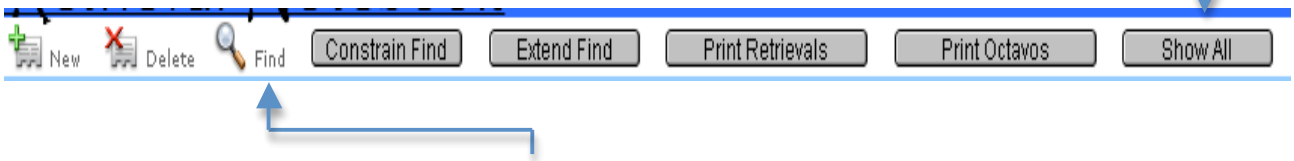
iRetrieval gives you many options in terms of searching for your retrievals. You can set up an infinite number of search parameters and instruct iRetrieval to display only the retrievals that match every single search parameter. Additionally, you may elect for iRetrieval to display the retrievals that have at least one of the search parameters listed.

Basic Search

To search within a "Builder," simply enter the criteria and click the search button. DO NOT click the "find" button. Also, search within "Builder's" last.



- Before searching, make sure all will be included in the search.
- To do this, hit the "Show All" button at the top of the screen.



- To enter "Find Mode", click the "Find" button at the top of the screen or you can use the keyboard command Ctrl + F/⌘ + F. The data entry screen will display all blank boxes.
- Enter to the desired search criteria into a given field.
- For example, if searching for songs that are from the same source, click once in the source box and type the source you want to match.

- Once input, click the “enter” button to execute the search. The database will show all records that match your search criteria.

- Scroll through these records by using the arrow keys in the top left in the area that looks like a book.

- To search any items that have checkboxes, simply check the desired box as the search criteria.

- There are some fields that are dropdown menus. To search these, click on the field and select one of the choices in the dropdown as the search criteria.

- After each search, click “Show All” to go back to the original view in order to see all retrievals in the database.

Multiple Searches

(Searches that have all variables in common)

- Conducting a search with more than one criterion is accomplished in the same manner as previously stated. Enter as many criteria as desired for a more specified song list.

Do NOT click “Enter” until you have selected all search criteria!

- Click the “Find” button or use the keyboard command again after entering each individual search parameter. Continue repeating this step until all search parameters are entered.

- Once finished, click the “Enter” key to execute the search.

- This will create a list of retrievals that have **all** of the search criteria you entered in common. The more specific the search criteria, the more refined the song list.

(***Searches that have at least one of many variables in common***)

- Sometimes you may want to execute a broader search. This type of search allows you to search for retrievals that have one or more of your multiple search parameters in common.

- Enter Find mode as listed above; do NOT click “Enter”.

- Type Ctrl + N/⌘ + N (or go to “Requests” at the top of the screen and go down to “Add New Request”) to add a new search request.

- Add a new search parameter and continue until you are finished with your search.

- Click the ”Enter” button to execute the search.

- This will create a list of retrievals that have one or more of the search criteria you entered in common.

Constrain Find

Click on the “Constrain Find” button to narrow found results incrementally looking for more specific detail as you search in the database. To find records based on multiple criteria in separate fields, perform a find, specify the next criteria, then choose constrain find.

Extend Find

Click on the “Extend Find” button to include additional applicable records without starting over, or if you've constrained a previous find request too much. To find records that match multiple criteria in the same or different fields, perform a find, specify the next criteria, then choose Extend Find.

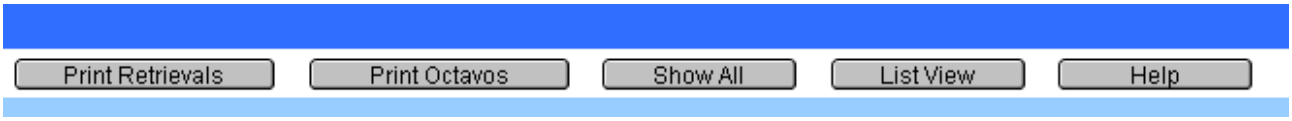
Printing Retrievals and Auxiliary Files

Retrievals can be printed directly from the tabs on the right side of the screen. Click on the “Print Retrieval” button or “Print Octavo” on the “Retrieval Tab” to print only the current retrieval. This will print a report of all of the data previously entered for a retrieval and will include a retrieval picture if you have inserted it. This will work the same way for all of the auxiliary file tabs. As auxiliary files are printed, they will create a PDF file on your desktop. You may keep or delete these files as necessary.

To print multiple retrievals at one time, you must first perform a search. (If you want to print all of your retrievals, hit the “Show All” button at the top of the screen, which will bring up all retrievals to be printed) Click on the “Print Found Retrievals” button at the top of the screen. This will take you to a layout that will have all retrievals from a search. Click the print button on this screen to begin printing.

List View

Once you have completed a search of your retrievals, it is often helpful to see a list view of the retrievals brought up by your search. To do this, click the “List View” button at the top of database interface. Scroll up or down to see the titles of the retrievals your search found.



There are five options for viewing a list of found retrievals as described below:

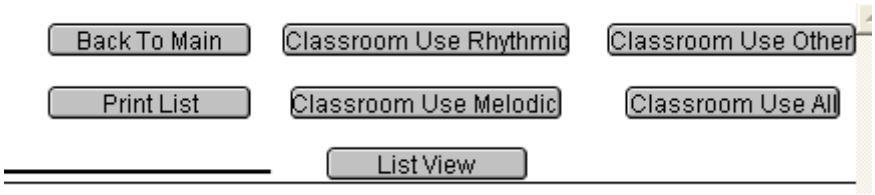
1. List View – This window will include all titles for each of the found records within a specified search.

2. Classroom Use Rhythmic: This window will include all titles and the related rhythmic patterns for each of the found records within a specified search.

3. Classroom Use Melodic: This window will include all titles and the related melodic patterns for each of the found records within a specified search.

4. Classroom Use Other: This window will include all titles and the related classroom use “other” for each of the found records within a specified search.

5. Classroom Use All: This window will include all titles, and the related rhythmic, melodic patterns and classroom use “other” for each of the found records within a specified search.



To return to the main interface, click the “Back to Main” button at the top of the screen.

To print a list, simply click on the “Print” button at the top of the screen.

Backing Up Your Database

It is strongly recommended that you make several back-up copies of your data file and store them in a few different locations!

Inserting scanned PDF files of your retrievals into the program, the data file will be approximately 200MB. This is easily backed up to a CD or USB drive.

Each time iRetrieval closes, the data is automatically backed up to a file called "data.rdb" - located in the "Backup" folder of iRetrieval's main folder. This is the file that should be backed up and stored in another location. iRetrieval cannot be responsible for loss of data, and therefore it is highly recommended that your data file is backed up often.

When backing up your database, you are interested in backing up 1 file only.

This file is called "data.RDB".

This file contains all of the actual data for the retrievals you have input and is located in the "Backup" folder of iRetrieval's main folder. Simply copy this file to a backup location.

******DO NOT rename the file. It will only work if it is labeled "data.RDB".******

Importing Files from a Previous Version

- As new iRetrieval updates are released, you can upgrade and import all of your retrievals to the newest version of the program.

- ***Make sure you back up all files before proceeding as outlined in the "Backing Up Your Database" section.***

- To import records, drag the new iRetrieval file into your main iRetrieval folder. It will ask you if you would like to replace the current file. Choose "yes" to automatically update the database.

Swapping Between PCs and MACs

iRetrieval allows you to run the program on both a PC and a MAC. iRetrieval can be installed on ***up to <u>two</u> computers*** and you can share the data between those computers, whether they are PCs or Macs. More importantly, it allows you to swap your retrievals back and forth between computers even if they operate on different platforms. This is helpful if you have a MAC at home and a PC at school or vice versa.

Each time you close iRetrieval, your data file is automatically backed up into the "Backup" folder located in your main iRetrieval folder. To transfer all of your data to another computer, go into the "Backup" folder and copy the "data.rdb" file. This can be burned to a CD, or put on a USB drive. Take this file to another computer and simply replace the "data.rdb" file located in iRetrieval's **MAIN FOLDER.** Open iRetrieval and all of your data will be automatically transferred to the new computer.

This is an advanced feature of iRetrieval and before attempting, we strongly recommend you backup your data file to several locations before continuing!

Also, become familiar and comfortable with finding, copying, and overwriting files on your computer!

We strongly encourage you to only make ALL changes and additions on **one computer only** and then copy that data file to your other computer as instructed above. To eliminate any confusion on which computer has the most up to date data file, **do NOT** make any changes or additions on the second computer. Again, before attempting to swap your data files, please backup this data file as instructed in this User's Guide**. We cannot be held responsible for any lost data that was not properly backed up.**

Tech Support/Feedback

For tech support, questions, or comments, please e-mail:
iRetrievalsupport@mac.com

Interested in seeing a specific feature in the next version of iRetrieval? Send us your thoughts and comments to help us keep developing great software.

WORKS CITED

Anderson, Chris, et al. Finale® The Art of Music Notation for Windows™. CD-ROM. Eden Prairie, MN: Coda Music Technology, 1994.

"Bach Musicological Font." Dr. Yo Tomita, Belfast, Northern Ireland. 3 January 2003. http://www.music.qub.ac.uk/~tomita/bach-mf.html (6 March 2003) .

FileMaker Pro 8.5 v 1. CD-ROM. FileMaker, Inc. 1984-2006.

Lund, Floice R. Research and Retrieval. Westboro: Pro Canto Press, 1981.